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**Introduction to Microsoft Excel Basic**

**November 28, 2021, Sunday Evening**

**3:00 PM -7:30 PM Pacific, 4:00 PM -8:30 PM MST, 6:00 PM - 10:30 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one evening Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use MS Excel**

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| **New Excel Interface*** Understand the Ribbon Tabs and Contextual Tabs, Launcher Buttons, Quick Access Toolbar, Window Control Buttons
* Ribbon overview and Back Stage View
* Create a New Workbook for Data Entry
* Navigate and Save a workbook
* Using Excel Templates
* Customize the Quick Access Toolbar

**Understanding and Working with Data*** Select, enter, edit and delete data
* Add Label and a Value
* Using Find, Replace and Go to, Redo, Repeat
* Inserting/Deleting cells, worksheets, rows
* Formatting Workbook Elements
* Font group & Alignment group of commands
* Creating and Modifying Styles
* Resize columns
 | **Using Basic Formulas and function*** How to create formulas and functions?
* Use AutoSum and other most used functions
* Quick calculations
* Relative versus absolute references

**Charting*** Introductions to simple charts and Elements
* Sparkline
* Quick Analysis

**Printing*** Viewing Options Freeze panes, View Side by Side
* Define Printing feature
* Print options

***Using Comments**** *Inserting Comments*
* *Editing Comments*
* *Deleting Comment*
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**Course Outline**

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online Classes**

[**https://edu.gcfglobal.org/en/excel2016/**](https://edu.gcfglobal.org/en/excel2016/)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-excel-basic-1**](https://iicanada.org/form/introduction-microsoft-excel-basic-1)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***